



CENTRAL FOUNDATION GIRLS' SCHOOL
(Voluntary Aided)

Guidance	Sixth Form Admissions Policy 2020-21	Version No	5
Rationale	<p>As a Rights Respecting School, CFGS places the UNCRC at the heart of the school's culture and ethos in order to improve students' well-being and develop every student's talents and abilities to their full potential. This policy is designed to ensure that the rights and principles inherent in the UNCRC are respected.</p> <p>This policy is designed to help you look at the selection criteria that Central Foundation Girls' School adopts for Sixth Form admissions. This is in line with guidance from the London Borough of Tower Hamlets.</p>		
Policy Statement	<p>Admission is open to women under the age of 18 years old.</p> <p>Central Foundation Girls' operates a sixth form for a total of 350 students.</p> <p>Each course has a maximum size, and students who meet the entry requirements will be allocated to courses strictly by order of receipt of their course application. If a course is full, the school may offer alternative courses. The maximum course sizes are as follows:</p> <ul style="list-style-type: none"> • AS and A level (25 students per group - except Media Studies which is 15 students) • Level 3 BTEC (25 students per group) • Level 1 / 2 courses (20 students per group) <p>Applicants should be aware that a course will not run if the Headteacher confirms that the number of students in a teaching group is too low for the course to be viable. An alternative course will be offered, where possible.</p> <p>The School will only consider applications from external applicants if it is undersubscribed from internal applicants and in such circumstances it will apply the same entry requirements as it does to students already on the roll of the school. The open and closing dates of the application window are therefore earlier for internal students.</p> <p>Oversubscription Criteria</p> <p>If a tie-break is necessary to determine who is admitted, the School will apply its oversubscription criteria as follows:</p> <ol style="list-style-type: none"> 1. Children looked after by the local authority, previously looked after children who have left care under a special arrangement (residence) or 		

special guardianship order, or those adopted from local authority care. Confirmation of a child's looked-after status will be required.

2. Students who have a strong medical or social reason to attend the school. This can include the parents', carers' or other family members' medical conditions and the family's social needs. Parents must complete the relevant section on the application form and attach medical and/or social reports from a suitable professional (e.g. a doctor or social worker) to support the application.
3. Students are then ranked in order of distance.

Applications received after the closing date will be considered as late applications and will not be dealt with until all the on-time applications have been considered.

Offers of a place in the 6th form will be made in accordance with the timetable set out in the policy and will be conditional upon a student meeting the minimum course entry requirements. Students will also be required to attend the 6th Form Induction Day in the Summer Term and complete summer assignment(s) where appropriate.

An enrolment interview will be held with the student on GCSE results day in August to review attained grades at GCSE and to provide further advice on options and entry requirements to particular courses. Students who do not attend will forfeit their place as it will be assumed they have enrolled elsewhere. Students who are unable to attend this interview for a valid reason may apply to the Head of Sixth Form if they wish to delay this interview to early September, in which case their place would be held subject to the revised interview. At enrolment, if a student has failed to meet the entry criteria for their chosen courses, or changed their mind, then they may be offered with a place in another course or to be put onto a waiting list for a place in another course. A place will only be offered if a student has sufficient courses for a full time offer.

Withdrawal of an Offer

The Governors reserve the right to withdraw the offer of a place if false or misleading information is provided during the application process or if a safeguarding assessment determines that the student poses a serious risk to the Health & Wellbeing of others in the school.

Right of Appeal

If an applicant is not offered a place at CFGS or if an offer of a place is withdrawn, there is a right to appeal to an Independent Appeal Panel. The Appeal must be received in writing within 20 school days of a place not being

offered or from the point of notification that a place has been withdrawn. You must state your reasons/grounds for appealing or your appeal will not be considered.

Appeals are handled by the Local Authority, set up in accordance with the provisions of the School Standards and Framework Act. Parents wishing to appeal can obtain an appeal form from:

Pupil Services
 Tower Hamlets Children's Services
 Town Hall, Mulberry Place
 5 Clove Crescent,
 E14 2BG
 Tel: 020 7364 5006

Timetable for Admission to CFGS 6th Form

	Activity	Key Dates
All students	Prospectus and Application Form available	13 November 2019
	Open day	13 November 2019
Internal students only	Applications Open From	13 November 2019
	Closing date for Applications 'INTERNAL' applicants	17 January 2020
	Date conditional offers sent to 'INTERNAL' students	20 March 2020
	Deadline for acceptance of 'INTERNAL' conditional offers	23 April 2020
External students only	Applications Open From	28 November 2019
	Closing Date for Applications 'EXTERNAL' applicants	31 January 2020
	Date conditional offers sent to 'EXTERNAL' students	20 March 2020
	Deadline for acceptance of 'EXTERNAL' conditional offers	23 April 2020
All students	Appeals Heard	From July 2020

In Year Applicants

Under normal circumstances an in year applicant would not be accepted after the 1st half term of the school year. Applications for In-Year admission to the 6th form must be made on the same form as used for the normal point of entry. If a place is available and there is no waiting list, the student will be admitted provided that:

- The student meets minimum course requirements for the course chosen;
- The student has studied the same syllabus for the course(s) chosen in order to facilitate transfer.

The course entry requirements for Year 12 are as follows:

A level courses

- Students must have obtained a minimum of 5 GCSEs at grades 9-5 (including Mathematics and English Language).
- Students who have achieved grades 7+ in the majority of their subjects at GCSE may take 4 A levels for a trial period if desired.
- Students will also need to meet the minimum entry requirements for the particular subjects they have chosen (see 6th from prospectus on school website).

Level 3 BTEC Diploma course

- Students need 5 GCSEs at grades 9-4 including English Language and Maths.

Level 2 BTEC Diploma and GCSE retake Maths and English

- Students need mainly 3 grades at GCSE, including English and Mathematics

Students who apply to the 6th form, from countries that do not use the same grading system as England will have their attained grades assessed as equivalents in the application process. Where there are exceptional circumstances, entry requirements may be varied at the Headteacher's discretion.

The academic progression and external entry criteria for Year 13 are as follows:

Internal Students

- Students will be required to pass end of year internal exams at an acceptable grade in order to continue A Level Courses, and be expected

	<p>to work at a minimum of Merit overall on L3 Vocational courses.</p> <ul style="list-style-type: none"> • Students who do not meet the criteria in a subject will not be able to continue with that subject but may be offered an alternative. Students who achieve low grades will be offered an alternative course and would not be asked to leave based on low grades. • Should a student have reached statutory leaving age, then they may not be offered the option to restart courses, as this would take a further two years. • A student must be able to continue with at least three subjects in order to progress to Year 13.
Monitoring & Review	Annually
Links to other policies/ documents	Sixth Form Agreement School Standards Framework Act 1998
Staff Responsible	Governors and Headteacher
School Group Responsible	Curriculum Committee
Date approved by Governing Body	Date Agreed December 2018 Review Date September 2020